



## Post Adoption Correspondence Services Guidelines

All adoption files, when closed, are transferred to the Richfield office for permanent, fire-file safe storage. For this reason, post-adoption correspondence and services are facilitated through the Richfield office. This process is overseen by post-adoption staff. If your case is not yet finalized, your social worker may inform you of an alternate arrangement. However, the standard procedure is as follows:

- Send correspondence to NLFS, 1515 East 66<sup>th</sup> St., Richfield, MN 55423, Attn: Post Adoption
- If you are a birth relative, please include the birth mother's full name at the time of placement as well as the adopted person's full name and date of birth.
- If you are an adoptive family, please include your full name at the time of placement as well as the adopted person's full name and date of birth.

### Letters/Pictures:

When sending a letter or a card to someone, please leave it unsealed, in an envelope that can be sent to the other party. It is our policy to make a copy for the file for future reference and also in case the original gets lost in the mail. We do not charge an extra fee to facilitate correspondence so we ask that with each correspondence you include the correct postage for the correspondence or package you wish to forward. Not receiving postage may cause delay in forwarding to the party indicated as we may need to contact you to request you send funds for postage.

### Updates:

If you would like to request an update or if you have any particular questions for the other party, please send a note to them expressing that desire. We will be happy to forward the request. This is usually much more effective than a phone call from the agency to remind them to send an update. *Typically, New Life Family Services will not pass along verbal messages unless there is an urgent matter or extenuating circumstances where it is not possible for parties to contact each other through a letter.*

### Packages/Gifts:

If you are interested in sending gifts through New Life, please be sure to ask the other party if they would like to receive it before you drop it off or send it to New Life in Richfield. Please note that if gifts (or correspondence) are dropped off at an office other than the Richfield location, it will take longer for the other party to receive it. When you drop off a gift at New Life to be mailed, please place it in a box ready to be mailed or in a padded envelope. Please include money for postage. Money for postage is not necessary if you have an arrangement with the other party where they prefer to pick up the gift from the office.

**We encourage you to keep your address and phone number current with New Life.**

This makes it much easier to forward correspondence quickly and to easily locate you if needed.

### FURTHER POST ADOPTION SERVICES ARE AVAILABLE TO YOU

Please contact the Post-Adoption department at (612) 866-7643 for an information packet outlining current post-adoption services and fee structures.